

DEPARTMENT: Fire and Emergency Services

REPORTS TO: Training Officer

SUPERVISES: None

DEFINITION:

The Assistant Training Officer designs, develops and implements specific training programs as assigned by the Training Officer to meet department needs. The majority of time spent is on delivering instruction and evaluating individual and company performance in accordance with established standards. This position is assigned to a 40 hour per week work schedule but may be assigned to 24 hour shift assignments as needed. May supervise subordinate personnel while in the training capacity. The position assists the Training Officer in carrying out a variety of functions in support of the department training programs.

DISTINGUISHING CHARACTERISTICS-- The Assistant Training Officer is distinguished from the higher classification of Training Officer by the level of program responsibility and amount of experience required to perform the job. The Assistant Training Officer performs duties as assigned and directed by the Training officer who has primary responsibility for the department training program.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Designs, develops, implements, manages and coordinates assigned fire and emergency service training programs according to Federal and State regulations and recognized consensus standards. Evaluates and revises programs to meet departmental needs as assigned by the Training Officer.

Manages team based curriculum development projects as assigned, authors or edits course materials for instructor lead or self-directed learning to ensure appropriate content and educational methodology. Manages production of, or produces audiovisual materials and technology based training programs as assigned. Delivers instruction to internal and external customers.

Assists the Training Officer in maintaining records of all employee training and development activities.

Assists the Training Officer in identifying training needs of each division.

Assists the Training Officer in investigation of accidents involving department personnel, apparatus, or equipment.

Prepares and manages Training program budget elements as assigned. Monitors and documents expenditures.

Conducts special studies on subjects related to fire service training and development, as assigned, conducting research, performing analysis and preparing reports on findings. Recommends new or modified training programs as appropriate.

OTHER JOB FUNCTIONS:

Responds to emergency incidents as required and may serve in an overhead position as directed by the incident commander. May cover for Emergency Operations Division personnel while involved in a training activity.

WORKING CONDITIONS:

Duties are primarily performed in an office environment and in outdoor training situations. Some exposure to physical hazards in non-routine emergency situations.

QUALIFICATIONS:

Knowledge of:

- Techniques associated with developing and delivering training programs in emergency incident management.
- Learning technologies such as computer and web based training, video production and emerging technology.
- Emergency operations strategy, tactics and command and the application of the national Interagency Incident Management System.
- Basic occupational safety and health practices as applicable to fire protection, technical rescue and emergency medical services.

Ability to:

- Deliver and manage fire and emergency medical didactic and skills training at the multi-company level.
- Develop course materials and apply an organized Instructional Systems Design process (ISD).
- Techniques for assessing individual and company training needs.
- Supervise and manage the operations of cross functional teams.
- Utilize software applications in support of the training function including word processing, spreadsheet, database and presentation software.
- Assess and conduct evaluations of individual and company proficiencies against departmental standards.
- Make effective presentations.
- Communicate effectively both orally and in writing.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Associates Degree in Fire Protection and Safety or equivalent.

2 years of instructional experience with one involving curriculum development.

3 years of emergency operations experience.

Licenses, Certificates, and Other Requirements:

Oregon Class C Drivers License.

Certified as Oregon EMT- Paramedic

DPSST Firefighter III

DPSST Pumping Apparatus Operator (or equivalent)

DPSST Hazardous Materials First Responder at the Operational Level (or equivalent)

DPSST Instructor II (or equivalent)

Has met academic requirements for DPSST Fire Officer I (or equivalent)

DPSST Aerial Apparatus Operator (or equivalent) is preferred.

Approved: 7/19/99

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Union Code: IAFF

FLSA Status: NE